



भारत सरकार

GOVERNMENT OF INDIA

कार्यालय प्रमुख आयकर अधिकारी

OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX

आयकर भवन, ३८, एम.जी. मार्ग, सिविल लाइन्स, अलहाबाद

AYAKAR BHAWAN, 38, M.G. MARG, CIVIL LINES, ALLAHABAD

[TEL: 0532-2408005 FAX: 0532-2407425]

F.No. CCIT/Alld/Eatt./2023-24/

Dated: 13.04.2023

**NOTICE**

**Sub- Engagement of retired Government Employees as Consultant in O/o Chief Commissioner of Income Tax, Allahabad**

Applications are invited individually for engagement of One post of Consultant (Legal Issues) and One post of Consultant (PR/Protocol Works) on contract basis for an initial period of one year in office of CCIT, Allahabad from the date of engagement, which can be curtailed or extended as per requirement of the O/o CCIT, Allahabad and performance of the Consultant. The details of position, eligibility criteria, age limit (as on closing date of submission of application) are as under:-

Name of the position	No. of position	Eligibility Criteria	Maximum age limit	Consolidated remuneration
Consultant (Legal Issues)	01	i) An officer retired from Central Government at least 03(three) years having served as Income Tax Officer. ii) Bachelor's Degree from a recognized University. iii) Three years experiences in the Income Tax (Judl.) related work is preferable.	65 years	Rs. 30,000/-
Consultant (PR/Protocol /Misc Work)	01	i) An officer retired from Central Government at least 03(three) years having served as ITI/AO (Grade Pay 4600) ii) Bachelor's Degree from a recognized University. iii) Three years experiences in the Income Tax related work is preferable.	65 years	Rs. 30,000/-

2. The applications (Appendix) duly filled along with self-attested supporting documents in respect of educational qualification and experience and acceptance of the Terms of Reference as in Annexure-I for Consultant for (Judicial) and Annexure-II for Consultant for (PR Works/Protocol), may be sent to O/o Chief Commissioner of Income Tax, Aaykar Bhawan, 38, M.G. Marg, Civil Lines, Allahabad-211001. **The last date of submission of application is 24.04.2023 (05:00 P.M.) in hard copy or e-mail([allahabad.ito.hq.admin@incometax.gov.in](mailto:allahabad.ito.hq.admin@incometax.gov.in)).**

(Rajesh Singh)

Dy. Commissioner of Income Tax

Circle-1 Allahabad



3. The application form (Appendix) along with Terms of Reference (ToR) Annexure-I and Non Disclosure Undertaking Annexure-II are attached. The selection of Consultant shall be based on the qualification, experience and personal interview by the Screening Committee at O/o Chief Commissioner of Income Tax, Allahabad. The O/o CCIT, Allahabad reserves the right to accept or reject responses without assigning any reasons whatsoever. The decision of Chairperson in this regard will be final.

*R/S*  
*13/4/2023*

**(Rajesh Singh)**

Dy. Commissioner of Income tax, (HQ)  
O/o Chief Commissioner of Income Tax,  
Allahabad

(Member Secretary, Selection cum screening committee)



**(Rajesh Singh)**

Dy. Commissioner of Income Tax  
Circle-1, Allahabad



**Application for the post of Consultant in  
O/o Chief Commissioner of Income Tax, Allahabad**  
**Post Applied For.....**

1. Name of the Applicant
2. Father's Name
3. Date of Birth
4. Address
5. Mobile Number
6. E-mail Id
7. Nationality
8. Educational Qualification

Affix your  
passport size  
photograph

**a. Academic**

Sl.No.	Educational Qualification	Passing Year	University/College/Board

**b. Professional If any:**

**9. Details past service:**

Sl.No.	Period	Designation	Department	Nature of duties during last 05 years of service

10. Other Experience, if any (Please attach separate sheet, If required)
11. Last Office from which retired.
12. Designation at the time of retirement
13. Last pay drawn and Grade Pay at the time of retirement.
14. Any other information you may like to give.
15. List of enclosures

**(Declaration)**

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete OR ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision taken by O/o Chief Commissioner of Income Tax, Allahabad. I have read this circular and ready to accept the terms and conditions for engagement as consultant as mentioned in **Annexure-I/Annexure-II.**

**Place:**

**Date:**

**(Name & Signature of the Applicant)**

Application duly filled in (Annexure-I & II), along with requisite self attested copies of Certificates as listed below may please be sent to the O/o Chief Commissioner of Income Tax, Aaykar Bhawan, 38 M.G. Marg, Civil Lines, Allahabad-211001 before last date:

- a. Pension Payment Order(PPO)
- b. Date of Birth Certificate
- c. Service and Experience Certificate
- d. Certificates of Educational & Professional Qualification.
- e. Copy of Identity Card issued by the employer at the time of retirement.
- f. Latest Pay Certificate as on date of retirement.



RJS  
13/4/2023

**(Rajesh Singh)**  
Dy. Commissioner of Income Tax  
Circle-1 Allahabad



**TERMS OF REFERENCE FOR CONSULTANT (LEGAL ISSUES)**

- (a) The term of appointment shall ordinarily be for an initial period not exceeding one (1) year, which is extendable up to two (2) years as per requirement of ITO. To offer assistance in form of consultancy in matter related to:
- (b) **Brief Description of work:**
- All work relating to High Court Cell.(filing of writ petition, counter affidavit, contempt proceedings, etc.)
  - All work relating to CAT.(filing of counter affidavit, contempt proceedings etc.)
  - Any other work assigned by the CCIT.
- The list is illustrative only and other work can be assigned as per requirement.
- (c) The Consultant shall be paid a fixed monthly allowance of Rs. 30,000/-. No other allowance is admissible. The amount of remuneration so fixed shall remain unchanged for the term of the contract. No increment and Dearness Allowance shall be allowed during the term of the contract.
- (d) The Income Tax or any other tax will be deducted at source as per the Government instructions Necessary TDS Certificate will be issued to them.
- (e) They shall be not entitled for perquisite such as HRA, CCA, residential accommodation, etc. However, claim on behalf of traveling for official duty certified by the controlling officer, shall be admissible as it would be for an serving Income Tax Officer. However, TA shall not exceed Rs. 2,000/- P.M.
- (f) No TA/DA would be admissible to them for joining the assignment or on its completion.
- (g) During the period of their assignment with the ITO and also thereafter, it is likely that they may come across certain information of important/confidential nature. They will not divulge any information gathered by them during the period of their assignment to anyone who is not authorized to know/have the same. The Consultant shall maintain integrity and confidentiality with the Government of India would be required to sign a non-disclosure undertaking as per Annexure-II.
- (h) The Consultant shall be required to observe the normal office timings and may also be called upon to attend the office on Saturday/Sunday/closed holidays/beyond working hours in case of exigencies of work



*Rajesh Singh*  
13/4/2023  
**(Rajesh Singh)**  
Dy. Commissioner of Income Tax  
Circle-1, Allahabad




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**TERMS OF REFERENCE FOR CONSULTANT (Protocol/PR Works)**

- (a) The term of appointment shall ordinarily be for an initial period not exceeding one (1) year, which is extendable up to two (2) years as per requirement. To offer assistance/performance in matter related to:
- (b) **Brief Description of work:**
- i. Work relating to Protocol/PR Works.
  - ii. Work related to Legal/High Court Cell
  - ii. Any other work assigned by the CCIT.
- The list is illustrative only and other work can be assigned as per requirement.
- (c) The Consultant shall be paid a fixed monthly allowance of Rs. 30,000/-. No other allowance is admissible. The amount of remuneration so fixed shall remain unchanged for the term of the contract. No increment and Dearness Allowance shall be allowed during the term of the contract.
- (d) The Income Tax or any other tax will be deducted at source as per the Government instructions Necessary TDS Certificate will be issued to them.
- (e) They shall be not entitled for perquisite such as HRA, CCA, residential accommodation, etc. However, claim on behalf of traveling for official duty certified by the controlling officer, shall be admissible as it would be for an serving Income Tax Officer. However, TA shall not exceed Rs. 2,000/- P.M.
- (f) No TA/DA would be admissible to them for joining the assignment or on its completion.
- (g) During the period of their assignment with the department and also thereafter, it is likely that they may come across certain information of important/confidential nature. They will not divulge any information gathered by them during the period of their assignment to anyone who is not authorized to know/have the same. The Consultant shall maintain integrity and confidentiality with the Government of India would be required to sign a non-disclosure undertaking as per Annexure-II.
- (h) The Consultant shall be required to observe the normal office timings and may also be called upon to attend the office on Saturday/Sunday/closed holidays/beyond working hours in case of exigencies of work.



  
12/04/2022  
**(Rajesh Singh)**  
Dy. Commissioner of Income Tax  
Allahabad



**NON-DISCLOSURE UNDERTAKING**

To,

The Chief Commissioner of Income Tax,  
Aaykar Bhawan  
38, M.G. Marg, Civil Lines,  
Allahabad

Sir,

I hereby undertake to-

- i. Treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
  - ii. Not to sell, trade, publish or otherwise disclose to any one in any manner, whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
  - iii. To hold such confidential information in trust and confidence both during and after the terms of my engagement.
  - iv. Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with Income Tax Officer(ITO) which would otherwise conflict with my obligations toward this office.
  - v. To abide by data security policy and related guidelines issued by this office.
  - vi. Shall not resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to this office any records/material, equipment, documents or data which is of confidential nature.
  3. I shall keep this office information of any change in my address or contact details during the period of my engagement.
  4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
  5. For the purpose of this undertaking, Confidential information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

Signature-

Name-

Address-

Date-

Personal Contact No.



*Rajesh Singh*  
Rajesh Singh  
Dy. Commissioner of Income Tax  
Circle-1, Allahabad